



## City of Irving Job Description

### Fire Chief

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Fire
<b>Job Code:</b>	19011	<b>Reports To (Job Title):</b>	City Manager

---

#### **PURPOSE**

To manage all departmental activities and services including leading and disciplining department employees, developing and administering annual budget, representing the Irving Fire Department (IFD) to other City departments and outside parties, recommending and administering policies and procedures, and maintaining current relevant expertise.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare, administer, and control IFD operating and capital budgets, including establishing department goals and objectives as part of the City's strategic plan.
- Develop, implement, and monitor IFD policies, rules, and strategies for efficient and effective operation.
- Supervise, control, direct, evaluate, and, when necessary, discipline direct reports and other personnel assigned to the department.
- Represent IFD at City of Irving meetings, including City Council meetings.
- Maintain current relevant expertise, including reviewing publications, attending seminars, and participating in Fire Chief organizations.
- Meet with members of the public, civic groups, and local businesses to discuss fire code interpretations and variance requests.
- Visit and inspect firefighters and equipment for operational readiness and job knowledge.
- Respond to and assist at major fires and emergencies as needed, including assessing situation and risks and developing and executing strategic, tactical, and task level emergency response plans.
- Oversee continuous monitoring and evaluation of service delivery methods and procedures, including assessing and monitoring workload, administrative support systems, and internal reporting relationships.
- Act as department representative for news media and other high-level external inquiries.
- Act as liaison to the Irving Board of Health.
- Oversee projects that are related to facilities, apparatus, equipment, special purchases, and communications systems.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- None Reported.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 317 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer a budget of more than \$34,000,000 annually.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree in Management, Public Administration, or a related field.

### **EXPERIENCE**

- Over ten (10) years of experience, including a minimum of five years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Intermediate Firefighter certificate.
- Firefighter Instructor certificate.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Fire Administration: Modern principles, practices, and techniques of fire services administration, including State of Texas Civil Service rules, Insurance Service Organization parameters, and standards and techniques by which quality of fire and emergency medical response services are evaluated.
- Fire Sciences and Equipment: Fire suppression procedures and techniques, including incident stabilization and mitigation, safe operation of hand and mechanical tools and of large vehicles, IFD procedures, hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of safety, cleanliness, repair, and efficiency.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

## **SKILLS AND ABILITIES IN**

- Mechanical/Technical: Safely operating diverse light and heavy equipment, including large vehicles, hand and power tools, medical instruments, ladders, hoses, radios and computers.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Service Orientation: Actively looking for ways to help people.
- Oral Expression *under Duress*: Communicating information and ideas in speaking so others will understand in stressful situations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Number facility: Adding, subtracting, multiplying or dividing quickly and correctly.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Interactive Presentation: Effectively presenting information to groups and addressing questions.
- Oral Comprehension *under Duress*: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Extensive contact with other city directors, city council, civic organizations, local businesses, Chamber of Commerce, professional organizations, boards and committees.

## **EQUIPMENT AND PROPERTY**

Various office equipment, such as computers, printers, copiers, etc., as well as all firefighting equipment and facilities.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and/or sit. Frequently, s/he is required to drive a vehicle, lift up to ten pounds, talk, and/or walk. S/he occasionally must lift up to 25 pounds, pull, push, reach, stand, and/or stoop. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to extreme vibration, body fluids and blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme weather conditions, air contamination, high and precarious places, improper illumination and darkness, moving mechanical parts, noise, toxic and caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.